



Communications and Membership Coordinator

The Funding Network (TFN) is a small London based charity which has pioneered live crowd funding as a means to engage people in raising funds for other small to medium sized charities working for social change. Described as “part TED talk, part friendly Dragon’s Den”, TFN has been organising events in London and around the UK for the past 17 years and now works to spread its model internationally by working in partnership with leading civil society organisations.

Since 2002, TFN events have raised £12 million for 1,900 non-profits around the world. Individual contributions start at just £10 (at our youth events) and stretch up to several thousands of pounds. Core funding areas include education, the environment, health and wellbeing, livelihoods, human rights, and peacebuilding. Central to TFN’s work is a core of highly engaged members, dedicated corporate partners a network of 22 international Affiliates, committed trustees and a small staff team of four.

JOB DESCRIPTION

Position:	Communications and Membership Coordinator
Report to:	Partnerships and Events Manager
Work with:	Finance and Grants Coordinator, Chief Executive
Location:	London
Term:	Full time, permanent
Hours:	Regular office hours with occasional evening work - flexible working arrangements possible
Salary:	£24,000 + benefits
Annual leave:	25 days (including three to be taken at Christmas), increasing to 28 days after two years of employment and 30 days after five years

Role summary

The Communications and Membership Coordinator will manage TFN’s communications, making sure that they are clear, engaging and relevant. Tasks include managing the website, writing press releases, writing and producing the monthly newsletter, creating event invitations and identifying opportunities to increase TFN’s profile.

The post holder will be responsible for creating compelling impact stories and shaping TFN’s online image including increasing engagement with our work via social media.

They will act as an ambassador for The Funding Network, maintaining and developing our reputation as an efficient and effective platform for philanthropy which drives social change.

The successful candidate will be part of a small but dynamic team, where everyone is expected to be collaborative, flexible and hands-on. This is an exciting role with plenty of scope for creativity and innovation. The role includes one trip overseas (Europe) per year to observe an event organised by one of our International Affiliates and four volunteering days.

Main responsibilities

Communications

- To create all written communications to TFN's network, including email invitations and monthly newsletters
- To generate filmed content for use across TFN's website and social media
- To grow TFN's profile by seeking media, networking and speaking opportunities
- To manage all website and social media messaging, ensuring that content is up to date, compelling and reflects TFN's impact both in the UK and internationally
- To develop marketing materials, writing content, building TFN's image library and working with external designers to create attractive promotional resources
- To develop and improve TFN's digital content and online offering
- To manage quarterly communications with TFN's International Affiliate network
- To provide communication progress reports to the Chief Executive and the Trustees, as and when required

Membership

- To communicate effectively through all channels with TFN's dedicated membership, ensuring they have engaging, accurate and timely information about the organisation
- To maintain membership retention, through conducting one-to-one meetings, sending regular targeted communications and delivering creative engagement opportunities
- To provide assistance to TFN's members whenever necessary and proactively consider their interests and needs
- To keep Salesforce up to date with all information related to members

Impact Management

- To collect impact information from grantees through reports and site visits
- To create compelling stories highlighting TFN's impact both in the UK and internationally
- To develop new and engaging content to develop a consistent and persuasive impact narrative

Other responsibilities

- To act as a confident and friendly representative of the organisation at TFN events
- To assist at TFN events, for example by taking registration and filming pitches
- To assist with office administration, including answering the telephone, ordering office supplies and supporting the Chief Executive
- To carry out any such duties, reasonably consistent with this position, as may be required from time to time

The above list of responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION

TFN is a small team of four, and everyone is expected to be collaborative, flexible and hands-on in managing daily tasks.

We are committed to increasing the diversity of the charity sector and aim to provide an inclusive environment. We are happy to accept entry-level applicants and career-changers – most important is an ability to learn quickly and a passion for social change.

Experience and knowledge (desirable)

- Demonstrable knowledge of, and interest in, the Third Sector
- Experience in using digital communications to influence and engage
- Experience in fundraising, campaigning or activism
- Experience using digital platforms for audience engagement, including social media and websites
- Knowledge of Salesforce or any other similar CRM software package
- Experience in content creation, including film editing

Skills (essential)

- High level of proficiency in English, both written and spoken
- Strong social media skills
- Confident networking with a wide variety of groups and sectors
- Excellent organisational skills and attention to detail
- Ability to thrive in a small team
- Ability to present information in a clear and compelling format

Personal qualities (essential)

- Creative and imaginative
- Driven and enthusiastic
- Ability to learn new skills quickly
- Responsible and reliable
- Self-motivated
- Demonstrable interest and enthusiasm for social change

HOW TO APPLY

If you have any questions on TFN or the role, please contact Jennie Jeffery, Partnerships and Events Manager, on 0845 313 8449 or at jennie@thefundingnetwork.org.uk.

To apply, please submit a CV and covering letter (each no longer than 2 sides of A4) explaining why you'd be a great Communications and Membership Coordinator for TFN to jennie@thefundingnetwork.org.uk, indicating **Recruitment** in the subject line.

Applications must be submitted before 9am on Wednesday 11th September

Interviews will be between 11am and 5pm on Monday 16th September